

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/PhvSD/OS

EXTENSION

NO.

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. CIA/TSCO  
6F18 Hqs. 4E49 Hg

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

~~Administrative - Internal Use Only~~

26 SEP 1977

MEMORANDUM FOR:   
CIA Top Secret Control Officer

STAT

FROM:   
Chief, Physical Security Division, OS

STAT

SUBJECT: Missing Documents (U/AIUO)

REFERENCE: Memo dtd 11 Jul 77 for C/PhySD from  
CIA/TSCO

1. (U/AIUO) The referenced documents were traced to the DCI/Executive Registry, where they were receipted for. (See attachment 1.)

2. (U/AIUO) Attachment 2 is a statement from Chief, Ex/Reg, explaining their procedures for incoming material and the probable cause for the missing documents. She has also been in contact with DIA to ascertain if they had any designated Agency components on their distribution. This has proved futile, and she is continuing to pursue the matter both with DIA and Agency components who may have received the material.

3. (U/AIUO) At this time, this office is closing its investigation.

STAT


Atts

~~Administrative - Internal Use Only~~

11 JUL 1977

MEMORANDUM FOR: Chief, Physical Security Division, OS

FROM:

  
CIA Top Secret Control Officer

STAT

SUBJECT: Missing Documents

The attached document tracer was received last week from CIA Top Secret Registry. After checking our system, we were unable to locate the documents; therefore, we are forwarding it to you for investigation.

STAT

Att.

FROM <i>(Activity transferring document(s))</i> <b>DEFENSE INTELLIGENCE AGENCY</b> <b>RCM-2D Rm 2D 233 The Pentagon</b> <b>Washington, D.C. 20301</b>		DOCUMENT DATE <b>19 Jan 77</b>	PACKAGE NUMBER <b>C-28-77</b>	CONTROL NUMBER <b>RCM-2D TSC #77-16</b>
		CLASSIFICATION AND/OR CAVEATS <b>TOP SECRET</b>		
TO <b>CIA</b>				DATE DISPATCHED <b>10 Feb 77</b>
DESCRIPTION OF DOCUMENT(S) <i>Indicate type (letter, message, etc.) and the number of copies; subject (Short Title if classified); number of enclosures and any other identifying data. Changes in the description (additions, withdrawals, etc.) will be shown with the date and initials of individual making entry.)</i>  <b>Doc (TS), 19 Jan 77, Subj: Project 186-11 Final Report, The Tactical Air Balance on the Central Front: An assessment of US and Soviet Capabilities (U), Cys 61 thru 65.</b>  <b>TRACER, 29 Jun 77, Please sign and return.</b>				
DOCUMENT RECEIPT (Recipient will FIRST DETACH COPY. Then complete and return to sender immediately.)				
RECEIVING OFC	TYPED OR PRINTED NAME AND TITLE	SIGNATURE OF RECIPIENT		DATE RECD

DIA FORM 5 (9-73) TOP SECRET DOCUMENT RECEIPT

*Previous editions may be used.*

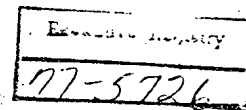
DIAR 50-2

COURIER'S CLASSIFIED MAIL RECEIPT		OFFICE		SIGNATURES		PICKUP	
TO	FROM	Symbol	Receipt No.	OF SUBSEQUENT COURIERS	Date	Time	
7E12	DIA	75	2-10-77	1.			
				2.			
				3.			
				4.			
				5.			
				6.			
				7.			
				8.			
TYPE OF MATERIAL				RECEIPT			
<input type="checkbox"/> SEALED ENVELOPE <input checked="" type="checkbox"/> SEALED PACKAGE <input type="checkbox"/> LOCKED MAIL BAG				SIGNATURES CONSTITUTE CERTIFICATION THAT MATERIAL INDICATED HEREON IS RECEIVED IN GOOD CONDITION UNLESS OTHERWISE NOTED ON BACK OF THIS RECEIPT 1. SIGNATURE OF ORIGINAL COURIER Pickup Date Pickup Time			
RCM-2D #77-66 C-28-77				BY (Signature) Date Time			
CERTIFICATION OF GOOD CONDITION SIGNATURES CONSTITUTE CERTIFICATION THAT MATERIAL INDICATED HEREON IS RECEIVED IN GOOD CONDITION UNLESS OTHERWISE NOTED ON BACK OF THIS RECEIPT				(25-33)			

Form 240a Use Previous Edition  
5-59

10 SR in deck

STAT  
STAT



13 September 1977

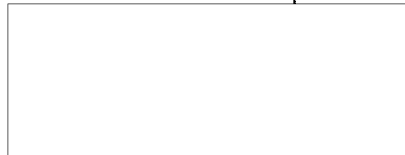
MEMORANDUM FOR: Chief, Physical Security Division

FROM: Chief, Executive Registry

SUBJECT: Missing Documents.

I have been unable to locate the documents signed for by  on 10 February 1977. The package was definitely received and the system should show what was done with it but through human error it does not. We receive many packages each day addressed to the Director of Central Intelligence. The military addresses most mail that way regardless of who the material may be for. We sign for the packages, open them to see if they really should come to the Office of the Director(O/DCI). In most cases O/DCI is not the office they are intended for. The material is scanned for a determination of interest and in some cases there are individuals or offices designated on the distribution page. We then put a receipt on the package and using the package number as identification, forward it to the office of primary concern. I have been in touch with DIA trying to find out if anyone or any particular office was designated on the distribution page but DIA has been unable to locate a copy of the document.

I feel certain that when the package was opened in Executive Registry and it was determined that O/DCI was not the office of primary interest, the material was put back in the envelope and forwarded to the appropriate office. The error that has caused the regrettable situation is that a receipt was not affixed to the package when it left Executive Registry. I have held a staff meeting to make sure that this does not happen again.



Chief, Executive Registry

ATTACHMENT  
2  
STAT  
STAT

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